

30 December 1981

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM: Bruce T. Johnson
Chairman, Fine Arts Commission

SUBJECT: [] Proper Display of Notices and
Advertising in the Headquarters Building

REFERENCE: Your memo dtd 29 Dec, same subject

1. Thank you for your reminder about the upcoming expiration date of []. The guidelines established in the notice have not changed and the need to have such guidelines available is just as great today as it was when the notice was published. I do not believe that the subject matter deserves a place in the formal Agency regulations and I cannot think of a logical location in the handbook series for such information. My inclination, therefore, is to request extension of the period of applicability of the notice. Before I do so, however, I would appreciate any suggestions or thoughts you may have about alternative locations for this information.

2. If you agree that the only logical way to continue these guidelines in effect is to extend or reissue the notice, I will submit a formal request for such extension to the DDA.

/s/ Bruce T. Johnson

Bruce T. Johnson

FAC/BJohnson:ee/30 Dec 81

Distribution:

Orig - adse

1 - FAC file

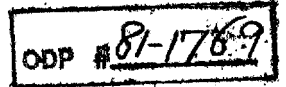
2/1/82

29 DEC 1981

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM:

[redacted]
Chief, Regulations Control Division



SUBJECT:

[redacted] Proper Display of Notices and Advertising in
the Headquarters Building

REFERENCE:

[redacted] dated 5 November 1979

1. In accordance with the policy stated in [redacted] this memorandum
serves as a reminder that [redacted] will expire 1 March 1982.

2. Headquarters notices are intended to disseminate transitory
information quickly; information of a continuing nature should be
incorporated into an Agency regulation or handbook.

3. If it is necessary to extend the expiration date of a notice,
the request requires written justification and the express approval of
the Deputy Director for Administration.

4. Please acknowledge in writing the receipt of this reminder and
indicate any further action intended no later than 8 February 1982.

Attachment:

[redacted]

[redacted]

PERSONNEL

23 July 1981

STAT

PROPER DISPLAY OF NOTICES AND ADVERTISING
IN THE HEADQUARTERS BUILDING

No Field Counterpart to this HN

1. To accommodate the increasing volume of material being posted within Agency facilities, the Fine Arts Commission has arranged for the construction and installation of two large kiosks in the main hallways leading to each cafeteria and six free-standing metal frame display units located at the entrances to the Headquarters Building. The use of easels for display of notices and the posting of items on doors, walls, mirrors, or anywhere other than on bulletin boards, kiosks, or entrance display units are discouraged under all circumstances.

2. The following guidelines shall govern the posting of information on kiosks and display units:

a. KIOSKS - Hexagonal units found in the 1F and 1C corridors at their intersections with J corridor.

(1) Only items of immediate interest and short duration should be posted, with dates prominently displayed (examples: concerts, guest speakers, bloodmobile, films, television programs).

(2) Government-wide programs, long-term activities, personal notices, or non-Agency events are not suitable for kiosk display and should be posted instead on other public bulletin boards (examples: Credit Union items, carpooling, energy conservation, health and safety items, Office of Training and Education courses, public sports or theater events).

(3) To be effective, the kiosks should not be allowed to become cluttered. Items should be posted not more than a week in advance of the scheduled event and must be removed by the office concerned immediately after the event takes place.

(4) Anyone posting notices may remove expired items in order to make room for current announcements.

(5) Notices should be tacked firmly in place at all four corners.

STAT

Approved For Release 2005/08/22 : CIA-RDP87-01130R000100090001-0

PERSONNEL

23 July 1981

b. ENTRANCE DISPLAY UNITS - Metal-framed, six-sided units, which can be configured with three, four, and six sides visible to the public, located at the Main, Tunnel, Northeast, North Cafeteria, Southwest, and South Dock entrances.

(1) One and a half sections are reserved for posting information required by General Services Administration regulations, including the Code of Ethics and the list of items prohibited in the building.

(2) One and a half sections are reserved for permanent posting of security-related messages, such as badge removal and search procedures.

(3) Three additional sections will be available for posting notices of a time-sensitive nature, such as announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, or religious services.

(4) Announcements may be posted for two days only, the day of the event and the preceding day.

(5) All displayed information is to be produced mechanically or photographically. The display units have usable posting areas 24 inches high by 18 inches wide. Announcements may be this size or smaller and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit.

c. EMERGENCY NOTICES - The entrance display units also will be used for emergency notices concerning matters such as weather conditions, gate closings, road problems, or presence of film crews. A special bulletin format will be used for such notices, which normally will be posted by the Office of Security. Questions about emergency notices should be directed to the Security Duty Officer, extension 6161.

3. Approval to post information on any of the public bulletin boards of the Agency should be obtained from Personal Affairs Branch, Office of Personnel, 5E69 Headquarters Building, [REDACTED]

STAT

Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)